



State Bank of India New York

State Bank of India, located at 460 Park Avenue, New York, NY 10022 seeks a full-time **Junior Supervisor (Trade)** in its **Trade Finance Department** to handle transactions relating to Scrutinizing Letters of Credit, Processing, Advising Letter of Credit and handling Bills drawn under LC.

Candidates should have minimum 2 plus years of experience in Trade Finance related roles with special knowledge on Letter of Credit . The roles and responsibilities are listed below.

This full-time position has an employment agreement of 2 years, with the option to renew if the employee's performance is satisfactory.

Candidates must have a Diploma/ Bachelor's degree in any field. Candidates who are CDCS qualified or have Trade Finance related certifications like GTC/CTFP will be preferred.

As a full-time employee, you will qualify for, health insurance/dental/vision /prescription drug (fully paid for by State Bank of India) 401k retirement plan (entry date after 1 year of continues service).

Roles and Responsibilities:

- Fair knowledge on Documentary Credits
- Advising LCs received from India and other geographies to the Beneficiary/ Beneficiary Bank
- Compliance checks of the LCs
- Verification/ Authorizing of advising the LCs and the amendments received.
- Monitoring for proper scanning of the LCs and Amendments advised
- Handling Bills received under Letter of Credits.
- Record Keeping and Maintenance
- Reconciliation of various Office Accounts

Education and Skills:

- Diploma/ Bachelor's degree in any field
- Two plus years of experience in Trade Finance with specialized knowledge on Letters of Credit.
- Basic knowledge in Excel
- Attention to detail and accuracy
- Teamwork skills
- Ability to prioritize work

Candidates wishing to apply, please send resume to: vppna.nyb@statebank.com, vptrade.nyb@statebank.com.